**LBB WITHDRAWAL NOTICE**

Date:

Dear Parent:

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is currently enrolled in the ***Learning Beyond the Bell*** after-school program. It is essential that your child attends the program each and every session.

Your child has been absent from the program a total of \_\_\_\_ days. Per LBB policy, when a student is absent more than 3 times from the program, the student will be withdrawn from LBB.

If you wish for your child to remain in the program, can assure us that your child will be in attendance everyday, and that the absences will not be are not reoccurring, please respond within **2 days** of this notice by phone to the campus Site Coordinator. If you do not respond within 2 days, your child will be withdrawn from the program.

Sincerely,

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